

Chief Procurement Officer

Procurement Capability

Core Functions

- Agency Procurement Plan
- Delegations
- Policy and procedures
- Procurement templates and guidance material
- Purchasing training
- Procurement systems functionality
- Business intelligence and corporate reporting
- Managing branch administrative functions

Major Initiatives

- Update policies practices and template to reflect new QPP
- Commence Purchasing Delegate training / re-training initiative
- Introduce purchasing delegate into direct invoice process
- Continue to enhance the Qlik BI tool
- Remove SAP shopping cart functionality

General Goods & Services Category

Core Functions

- Category management
- Demand analysis
- Sourcing strategy development
- Market engagement and contract formation
- Contract management
- Performance reporting
- Lead agency for WoG stationery arrangement

Major Contracts

- Office Supplies
- Classroom Resources
- School and Representative Sports Uniforms
- Trade and Hardware Supplies
- Professional Development
- Food Items, Groceries and Food Related Packaging
- Travel Insurance

Information, Communications & Technologies (ICT) Category

Core Functions

- Category management
- Demand analysis
- Sourcing strategy development
- Market engagement and contract formation
- Contract management
- Performance reporting
- Lead agency for WoG computer arrangement

Major Contracts

- End User Computing
- Managed Internet & ICT Services for Schools
- Routers, Switches and Wireless Network Equipment
- App and website development
- Managed print service
- Software licencing

Infrastructure Services Category

Core Functions

- Category management
- Demand analysis
- Sourcing strategy development
- Market engagement and contract formation
- Contract management
- Performance reporting
- Lead agency for WoG furniture arrangement

Major Contracts

- Asset maintenance
- Project management
- Principal consultants
- Playground equipment
- Network cabling
- Furniture

Local Purchasing Delegates

6000+ trained Purchasing Delegates (up to \$100,000) located across 1400+ locations:

- Identify and managing risks and accountability issues
- Conduct market research
- Develop specifications
- Purchase from Department or WoG supply arrangement when applicable
- Seek and evaluate quotes in accordance with DET's local Purchasing and Procurement Policy and other guidance materials
- Place order with successful supplier
- Manage purchasing transaction and supplier performance